

1st STOP CHECKLIST: APPRAISER

REQUIREMENTS & REGULATIONS

- [] Appraisers are licensed by the **Ohio Department of Commerce**. Contact the **Division of Real Estate and Professional Licensing** at **(614) 466-4100**. Forms are also available at <http://com.ohio.gov/real/Forms.aspx#Appraisers> . ****Remember to check local government agencies****

- [] Appraiser assistance need to be licensed by the Ohio Department of Commerce. Contact the Division of Real Estate and Professional Licensing at (614) 466-4100. Forms are also available at <http://com.ohio.gov/real/Forms.aspx#Appraisers> ****Remember to check local government agencies****

- [] **Ohio Revised Code (ORC) Section 4763** establishes the appraiser licensing and certification requirements that an applicant must satisfy to become a certified general, certified residential or state licensed appraiser. For in-depth information about **appraiser** regulations, please see **Ohio Revised Code (ORC) Section 4763**. The ORC can be found at your local library or on-line at <http://codes.ohio.gov/orc> ****Remember to check local government agencies****

- [] Effective January 1, 2007, all applicants for registration, licensure, or certification are required to complete a criminal records check of both state and national records. ****Remember to check local government agencies****

- [] Appraiser candidate information bulletin can be found at <http://com.ohio.gov/real/AppMain.aspx> ****Remember to check local government agencies****

- [] State Licensed Appraiser/Certified Residential Appraiser/Certified General Appraiser Examination Fee \$125 **NOTE: EXAMINATIONS FEES ARE NOT REFUNDABLE OR TRANSFERABLE. Your examination fee will be forfeited if you do not test within one (1) year of the date your examination fee is received by PSI.** ****Remember to check local government agencies****

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.

EDUCATION & EXPERIENCE REQUIREMENTS FOR APPRAISERS

What do I need before applying to become an Ohio Registered Appraiser Assistant?

Education:

- ✓ Fair Housing Course
- ✓ Appraiser Supervisor-Trainee Course
- ✓ 15 Hours of USPAP
- ✓ 30 Hours of Basic Appraisal Procedures
- ✓ 30 Hours of Basic Appraisal Principles

Experience:

- ✓ None

I am an Ohio Registered Appraiser Assistant wanting to upgrade to: Licensed Residential Appraiser

- ✓ Associate Degree or higher OR in lieu of required degree, thirty (30) semester credit hours of college-level education with a minimum of three (3) semester hours per course, from an accredited college, junior college, community college, or university.

Additional Education:

- ✓ 15 Hours of Residential Market Analysis and Highest and Best Use
- ✓ 15 Hours of Residential Appraiser Site Valuation and Cost Approach
- ✓ 30 Hours of Residential Sales Comparison and Income Approach
- ✓ 15 Hours of Residential Report Writing and Case Studies

Experience:

- ✓ 2,000 experience hours in no less than 24 months preceding application.

A supervisory appraiser shall be in good standing in the jurisdiction in which the registrant practices for a period of at least three years. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. A supervisory appraiser shall have been a state certified appraiser for a minimum of three years prior to being eligible to become a supervisory appraiser. Up to 25% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

Certified Residential Appraiser

- ✓ Bachelor's degree or higher (in any field) from an accredited college or university

Additional Education:

- ✓ 15 Hours of Residential Market Analysis and Highest and Best Use
- ✓ 15 Hours of Residential Appraiser Site Valuation and Cost Approach
- ✓ 30 Hours of Residential Sales Comparison and Income Approach
- ✓ 15 Hours of Residential Report Writing and Case Studies
- ✓ 15 Hours of Statistics, Modeling and Finance
- ✓ 15 Hours Advanced Residential Applications and Case Studies
- ✓ 20 Hours of Subject Matter Electives

Experience:

- ✓ 2,500 experience hours in no less than 24 months preceding application.

A supervisory appraiser shall be in good standing in the jurisdiction in which the registrant practices for a period of at least three years. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. A supervisory appraiser shall have been a state certified appraiser for a minimum of three years prior to being eligible to become a supervisory appraiser. Up to 25% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

Certified General Appraiser

- ✓ Bachelor's degree or higher (in any field) from an accredited college or university

Additional Education:

- ✓ 30 Hours of General Market Analysis and Highest and Best Use
- ✓ 15 Hours of Statistics, Modeling and Finance
- ✓ 30 Hours of General Sales Comparison Approach
- ✓ 30 Hours of General Appraiser Site Valuation and Cost Approach
- ✓ 60 Hours of General Appraiser Income Approach
- ✓ 30 Hours of General Appraiser Report Writing and Case Studies
- ✓ 30 Hours of Subject Matter Electives

Experience:

- ✓ **3,000 experience hours in no less than 30 months preceding application, at least fifty per cent (50%) of which is completed in connection with the appraisal of real estate other than residential consisting of one to four units.** A supervisory appraiser shall be in good standing in the jurisdiction in which the registrant practices for a period of at least three years. A supervisory appraiser shall not have been subject to any disciplinary action within any jurisdiction within the last three years that affects the supervisory appraiser's legal eligibility to engage in appraisal practice. A supervisory appraiser subject to a disciplinary action would not be considered to be in good standing until three years after the successful completion or termination of the sanction imposed against the supervisory appraiser. A supervisory appraiser shall have been a state certified appraiser for a minimum of three years prior to being eligible to become a supervisory appraiser. Up to 25% of the experience hours may be obtained for hours worked on non-client appraisals, provided the experience is obtained as part of a case study or practicum course that has been AQB approved, or a state-approved mentorship program.

I am an Ohio Licensed Residential Appraiser. What do I need before applying to upgrade to:

Certified Residential Appraiser

- ✓ Bachelor's degree or higher (in any field) from an accredited college or university

Additional Education:

- ✓ 15 Hours of Statistics, Modeling and Finance
- ✓ 15 Hours Advance Residential Applications and Case Studies
- ✓ 20 Hours of Subject Matter Electives

Experience:

- ✓ **2,500 experience hours in no less than 24 months preceding application**
Experience outside the scope of the applicant's current license must be obtained under the supervision of a certified appraiser in good standing with the state for at least three years prior to becoming a supervisor and whose certificate is within the scope of appraisal work being performed. Up to 25% of the experience requirement may instead be completed through an AQB-approved practicum course or a state-approved mentorship program.

Certified General Appraiser

- ✓ Bachelor's degree or higher (in any field) from an accredited college or university

Additional Education:

- ✓ 15 Hours of General Market Analysis and Highest and Best Use
- ✓ 15 Hours of Statistics, Modeling and Finance
- ✓ 15 Hours of General Sales Comparison
- ✓ 15 Hours of General Appraiser Site Valuation and Cost Approach
- ✓ 45 Hours of General Appraiser Income Approach
- ✓ 15 Hours of General Report Writing and Case Studies
- ✓ 30 Hours of Subject Matter Electives

Experience:

- ✓ **3,000 experience hours in no less than 30 months preceding application, at least fifty per cent (50%) of which is completed in connection with the appraisal of real estate other than residential consisting of one to four units**
Experience outside the scope of the applicant's current license must be obtained under the supervision of a certified appraiser in good standing with the state for at least three years prior to becoming a supervisor and whose certificate is within the scope of appraisal work being performed. Up to 25% of the experience requirement may instead be completed through an AQB-approved practicum course or a state-approved mentorship program.

I am an Ohio Certified Residential Appraiser. What do I need prior to applying to upgrade to:

Certified General Appraiser:

- ✓ Bachelor's degree or higher (in any field) from an accredited college or university

Additional Education:

- ✓ 15 Hours of General Market Analysis and Highest and Best Use
- ✓ 15 Hours of General Sales Comparison Approach
- ✓ 15 Hours of General Appraiser Site Valuation and Cost Approach
- ✓ 45 Hours of General Appraiser Income Approach
- ✓ 10 Hours of General Report Writing and Case Studies

Experience:

- ✓ **3,000 experience hours in no less than 30 months preceding application, at least fifty per cent (50%) of which is completed in connection with the appraisal of real estate other than residential consisting of one to four units**
Experience outside the scope of the applicant's current certification must be obtained under the supervision of a certified general appraiser in good standing with the state for at least three years prior to becoming a supervisor. Up to 25% of the experience requirement may instead be completed through an AQB-approved practicum course or a state-approved mentorship program.